

## Process Safety Management Audit Checklist

### Hot Work Permit

	Y/N	Comments
<b>Documentation</b>		
Have hot work permits been issued for all hot work operations conducted on or near a process covered by this standard?		
Do the hot work permits indicate the date(s) authorized for hot work performed?		
Do the hot work permits describe the object on which the hot work is to be performed?		
Have the hot work permits been kept on file until the hot work operations were complete?		
Have the hot work permits identified openings, cracks, and holes where sparks may drop to combustible materials below?		
Have the hot work permits described the fire extinguisher required to handle any emergencies?		
Have the hot work permits assigned fire watchers whenever welding is performed in locations where other than a minor fire might develop?		

Are the hot work permits being authorized, preferably in writing, by the “individual” responsible for all welding and cutting operations? Is authorization preceded by site & inspection and designation of appropriate precautions?		
Have the hot work permits described precautions associated with combustible materials on floors or floors, walls, partitions, ceilings or roofs of combustible construction?		
Has hot work permitting been successful in prohibiting welding in unauthorized areas, in sprinklered buildings while such protection is impaired, in the presence of explosive atmospheres, and in storage areas for large quantities of readily ignitable materials?		
Have the hot work permits required relocation of combustibles where practicable and covering with flameproofed covers where not practicable?		
Have hot work permits identified for shutdown any ducts or conveyors systems that may convey sparks to distant combustibles?		
Have hot work permits required precautions whenever welding on components (e.g., steel members, pipes, etc.) that could transmit heat by radiation or conduction to unobserved combustibles?		
Have hot work permits identified hazards associated with welding on walls, partitions, ceilings or roofs with combustible coverings or welding on walls or panels of sandwich-type construction?		
Has management established areas and procedures for safe welding and cutting based on fire potential?		
Has management designated the “individual” responsible for authorizing cutting and welding operations in process areas?		

Has management ensured that welders, cutters, and supervisors are trained in the safe operation of their equipment?		
Has management advised outside contractors working on their site about all hot work permitting programs?		
Has the Supervisor determined if combustibles are being protected from ignition prior to welding by moving them, shielding them, or scheduling welding around their production?		
Has the Supervisor, prior to welding, secured authorization from the responsible “individual” designated by management?		
<b>Observations</b>		
Conduct checks of <b>current</b> welding and cutting operations to ensure compliance with the requirements of 1910.119(k) and 1910.252(a). The twenty items listed above in “Documentation” may serve as an audit checklist. A <b>management representative</b> , the “ <b>individual</b> ” responsible for welding operations, and the <b>supervisor</b> should all be invited to participate in this on-site check.		
<b>Interviews - Employees and Contractors</b>		
<p>Based on interviews with a representative number of maintenance and contractor employees, has the Supervisor visited welding work operations to verify that:</p> <ul style="list-style-type: none"> <li>• Welders have approval for safe go ahead prior to welding?</li> <li>• Fire protection and extinguishing equipment is properly located at the work site?</li> <li>• Fire watches are functional, where required?</li> </ul>		

Based on interviews with a representative number of maintenance and contractor employees, have hot work permits been issued for all hot work operations conducted on or near a process covered by this standard?		
Based on interviews with a representative number of maintenance and contractor employees, have the hot work permits been kept on file until the hot work operations were complete?		
Based on interviews with a representative number of maintenance and contractor employees, have the hot work permits identified openings, cracks, and holes where sparks may drop to combustible materials below?		
Based on interviews with a representative number of maintenance and contractor employees, have the hot work permits assigned fire watchers whenever welding is performed in locations where other than a minor fire might develop?		
Based on interviews with a representative number of maintenance and contractor employees, are the hot work permits being authorized, preferably in writing, by the “individual” responsible for all welding and cutting operations? Is authorization preceded by site inspection and designation of appropriate precautions?		
Based on interviews with a representative number of maintenance and contractor employees, have the hot work permits described precautions associated with combustible materials on floors or floors, walls, partitions, ceilings or roofs of combustible construction?		
<p>Based on interviews with a representative number of maintenance and contractor employees, has hot work permitting been successful in prohibiting welding in:</p> <ul style="list-style-type: none"> <li>• Unauthorized areas?</li> <li>• Sprinklered buildings while such protection is impaired?</li> <li>• The presence of explosive atmospheres?</li> </ul>		

<ul style="list-style-type: none"> <li>Storage areas for large quantities of readily ignitable materials?</li> </ul>		
Based on interviews with a representative number of maintenance and contractor employees, have the hot work permits required relocation of combustibles where practicable and covering with flame-proofed covers where not practicable?		
Based on interviews with a representative number of maintenance and contractor employees, have hot work permits identified for shutdown any ducts or conveyors systems that may convey sparks to distant combustibles?		
Based on interviews with a representative number of maintenance and contractor employees, have hot work permits required precautions whenever welding on components (e.g., steel members, pipes, etc.) that could transmit heat by radiation or conduction to unobserved combustibles?		
Based on interviews with a representative number of maintenance and contractor employees, have hot work permits identified hazards associated with welding on walls, partitions, ceilings, or roofs with combustible coverings or welding on walls or panels of sandwich-type construction?		
Based on interviews with a representative number of maintenance and contractor employees, has management established areas and procedures for safe welding and cutting based on fire potential?		
Based on interviews with a representative number of maintenance and contractor employees, has management designated the “individual” responsible for authorizing cutting and welding operations in process areas?		
Based on interviews with a representative number of maintenance and contractor employees, has management ensured that welders, cutters and supervisors are trained in the safe operation of their equipment?		

Based on interviews with contractors and contractor employees, has management advised outside contractors working on the site about all hot work permitting programs?		
Based on interviews with a representative number of maintenance and contractor employees, has the supervisor determined if combustibles are being protected from ignition prior to welding by moving them, shielding them, or scheduling welding around their production?		